

Houston / Harris County Community Transformation Initiative Bidder's RFQ Questions Received Online and Presented at the Bidder's Conference

1. To complete tasks as defined in the scope of work; can certain tasks be subcontracted out?
Yes. There must be a lead agency or an agency responsible for financial and administrative management of the contract.
2. Can you define joint venture for the purposes of this grant?
Joint ventures are welcomed. Remember that CTI will only issue one contract to the entity that will be responsible for financial and administrative management of the contract.
3. What is the deadline for Phase 2 grants and will contractors be expected or asked to work the phase 2 application?
All contractors are required to complete all phases of the scope of work within an RFQ category. Deadlines will be finalized during negotiations with selected contractors.
4. The grant introduction states that a total of \$500,000 was received and 50% of that must be bid out. Is this to mean that the maximum grant award is \$250,000? Is the budget determined for each service category and/or is there any guidance for bidders to help them determine a budget for the four categories of activities?
The maximum grant award is not \$250,000. Funding will be allocated across the CTI categories
5. The timeline shows work from March through September 2012. However, based on current activities it appears to leave five months for the work from May 2012 through September 2012. Will extensions or changes to the timeline be considered?
The contract period is May 2012 – September 2012. The work must be completed by September 2012.
6. Are you entertaining the possibility of an award to one firm for all of the categories?
One firm will not be selected to do all the work in all categories.
7. Are you accepting bids from groups/firms/individuals outside of Texas?
Bids will be accepted from firms and individuals outside of Texas.
8. To whom will contractors report and take direction?
Contractors will take direction from the CTI Program Team which includes Houston Department of Health and Human Services and Harris County Public Health and Environmental Services.
9. Will you accept policy recommendations for any of the strategic directions if there are no policy initiatives listed for that area? Ex. Increase control of high blood pressure and high cholesterol: increase access to and demand for high impact quality preventive services. A possible policy would be to control salt levels or trans fats in certain categories of restaurants in Harris County.
Recommendations can be made in the absence of policies. This requires consensus between the coalitions, contractors, and CTI staff.
10. In the area of community engagement, how will you judge completeness of coverage? Are you expecting a representative sample of the population of Harris County to be determined and used for community engagement purposes? In the RFP you say that "Bidders are urged to conduct activities with at least 150 participants". Can you say more about this in relation to community engagement?
Houston/Harris County has approximately 4.5 million people. For this Community Transformation Initiative to be successful we'll need input and guidance from as many segments of the community as possible. Proposed Strategies and Operational Plan should express how contractors intend to reach as many participants as possible.

11. What is the highest amount that you will award for the CTI contract period?
Award amounts will be negotiated with selected contractors
12. May contractors apply for more than (1) award?
Yes.
13. Is the grant renewable for subsequent years? If so, how many years?
No. The contracts are not renewable.
14. Are drug tests costs acceptable budget items?
No, the budget should reflect the cost of the service being provided, not the cost of complying with City policy. Drug test costs as a separate budget items cannot be charged directly to the contract.
15. What number should we target to get to the 150 participants for Community Engagement?
This has to be determined by the bidder. This will further be discussed with successful contractors. Also please see the response to question 10.
16. The submittal requirement of proposal packages (7) listed on page 1 of the RFQ is inconsistent with the number (4) referenced on page 34. What is the correct number?
Bidders should send one original and six copies of their proposals to the City Secretary's Office.
17. The Scope of Work on page 28 lists "the date of quotation" as part of the Title page inclusions. Is this the April 13, 2012 due date?
This should be the date you send your proposal to the City Secretary's Office.
18. The Contents section on page 30 in the Scope of Work references an Exhibit II Submittal form in 6.1.2 that requires signature and notarization. This form is missing from the Exhibits. Will you provide this form?
Exhibit II submittal form is not necessary for this RFQ. This form will not be provided.
19. The Proposed Timeline table on page 33 shows a time period of March 2012- September 2012 (7 months), but the contract period referenced on the 3/9/12 email shows May 2012 – September 2012 (5 months). What is the contract period for the purpose of expected deliverables from contractor?
May 2012 – September 2012
20. Is there a "Leadership Team" for this CTG?
Yes. This is a multi-sectorial group of representatives from governmental, non-profit and business areas. A list of current leadership members supporting the CTI program will be made available. Additional members may be added to the current Leadership Team to ensure that we have the most diverse and effective team possible.
21. What is the closing date for questions?
You may submit inquiries to the community transformation email address until Thursday, April 12, 2012.
22. Please clarify 150 persons on community engagement.
CTI expectation is to reach as many community persons effectively through the Proposed Strategy & Operational Plan from the bidders. Also please see the response to questions 10 and 15.

23. How do you expect to maximize outreach to multiple ethnic groups and populations in multiple cities and places in county?
The selection committee will evaluate the Proposed Strategy & Operational Plan from the bidders to determine the best method to maximize outreach. The leadership team, CTI management, coalitions members and contractors will work together to maximize outreach to multiple ethnic groups and populations in multiple cities and unincorporated areas.
24. How many community engagement vendors anticipated?
We do not have an estimate of the number of community engagement vendors bidding. We hope more than one.
25. As I read through the packet, I wanted to know if this process is open to small organizations/businesses. For example: as I look at the insurance requirements those are above what I need as a small entity.
The insurance and indemnity requirements are standard City of Houston contract requirements. Your organization can still participate as a coalition member in the CTI program.
26. Is a postmark sufficient to meet deadline?
No. Proposals must be delivered to the City Secretary's Office and time stamped by 2:00pm, Friday, April 13, 2012.
27. Explain 500 word limit – is it for each square in the table on page 29 or 500 words total for everything?
The 500 word limit is related to each "square" of the Proposed Strategy & Operational Plan Matrix.
28. Are the 4 coalitions by category or geographic area??
The coalitions are organized by Harris County Commissioner precincts.
29. Can one apply for a select small piece such as tobacco policy scan at the state and national level?
Yes, however; the selection committee will evaluate each proposal on policy scan that address all four strategic directions: tobacco free living, active living and healthy eating, obesity, and hypertension and cholesterol.
30. Is there a list of respondents?
No. There is no list of respondents until all the proposals are received by the City Secretary's Office. The sign-in sheet from the pre bid conference will be made available.
31. Can an organization submit a joint proposal with another organization?
Yes. There must be a lead agency or an agency responsible for financial and administrative management of the contract.
32. What is max that nonprofit can apply for?
A nonprofit can apply for any category that they can provide service to. The value of the contracts to be awarded is \$202,000.
33. Could you please provide approximate budget for each category of the scope of work?
No. The request for qualifications proposals will be reviewed by the selection committee and the selected organizations will negotiate contracts with the City of Houston. The amount of the contracts will be determined at that point.
34. Could there be more than one contractor for each category of work?
Yes, if the review committee selects them and contracts can be negotiated.

35. Instructions page 28 state submissions should be double-sided. 3.0, 3.1 state 'limit your answer to one (1) page' – is this one page double sided, that is both sides of the page; or one page with only one side of the page?
One double spaced, two sided submission is acceptable.
36. Exhibit IV – do we need to list the City of Houston as additional insured before being awarded a contract?
Yes.
37. What does each phase represent in each category?
The phases represent a timeline for the category. Our expectation is that the proposal will include all phases of the category.
38. Selection matrix (pg 35) #4 says page 26, is that pg 29 or pg 26?
Item #4 is referring to the Proposed Strategy & Operational Plan matrix on page 29.
39. Please explain insurance qualifications. If you don't currently have insurance – what is the process?
We suggest at you take a copy of the insurance forms in the RFQ to a business insurance agent for a quote.
40. This RFQ is to submit a plan for the full community transformation grant?
No.
41. How many will be awarded?
4 to ?, depending on the number and quality of the proposal and the discretion of the selection committee.
42. \$250,000 is the entire amount to be awarded?
\$202,000 will be awarded.
43. The insurance requirement is a bit much for small businesses. Is this for agencies or those in the community small orgs who are doing the work?
The insurance requirements are standard for contracts with the City of Houston.
44. Do you have an estimate of the available funding for each section?
No.
45. Slide of 4 precincts – how do we get a copy? Didn't see in RFQ.
CTI will send a copy of the Harris County Commissioner Precincts along with the FAQ. CTI will provide a copy of the precinct map, a list of the leadership team, a vendors list and a copy of the bidder's conference sign-in sheet.
46. Should bids/proposals be submitted to service all 4 precincts or seek to service one particular area?
The bidders should determine what area or areas they will provide services.
47. Who is on the leadership team?
A list of the current leadership team members will be made available.
48. Send precinct diagram.
Precinct map will be made available.
49. List of attendees and letters of intent.
The sign-in sheet from the pre bid conference will be made available. Also please see the response to question 45 above.

50. Once the plan is submitted will there be another process to provide services?
There will be a separate selection process for implementation services.
51. How many contracts will be awarded?
At least four.
52. Who will vendors report to?
Vendors will report to the CTI grant management team.
53. Who was awarded the 48,000 contract?
The University of Texas Health Science Center of Houston, School of Public Health
54. Can the insurance be a budget item?
No, the budget should reflect the cost of the service being provided, not the cost of complying with City policy.
55. Is the City applying for another grant in October after the current one expires?
The application is currently under development.
56. How will the policy scan be reviewed? Can someone bid on only one strategic direction.
Yes, however; the selection committee will evaluate each proposal on policy scan that address all four strategic directions: tobacco free living, active living and healthy eating, obesity, and hypertension and cholesterol.
57. Purpose of reaching multiple languages = translation of tools.
This item should be detailed in the Proposed Strategy & Operational Plan.
58. Describe the difference between implementation vs. phases of capacity building.
Each RFQ category (policy scan, health equity assessment, community engagement, and communication) is broken down in phases. All phases of each category should be completed during the contract period of May 2012 – September 2012. The phases described in the RFQ provide a timeline for completing the goals of each RFQ category. Completion of these categories will inform and provide recommendations for implementation activities that will be used to develop the Community Transformation Implementation Plan which will be used to apply for implementation funding. We are not currently in the Implementation phase of CTI.
59. Emphasize the importance of collaboration on the project.
Houston/Harris County has approximately 4.5 million people. For this Community Transformation Initiative to be successful, we'll need input and guidance from as many segments of the community as possible.